# Year-End Close Calendar

13 Business Days Close

Daily deadlines for same night processing (exceptions noted in calendar):
- 3:00pm - Submit core journals and Journals
- 7:00pm - Final approval (including end-route) for iJournals
- From 9/1- 9/16 core journal posting: 12 PM, 2PM, 5PM, and 7PM
- 9/17 - core journal posting: 12PM, 2PM, 5PM, and 7PM (CO only)

## August 2020

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- **5:00pm** Form 1 for Capital and Non-Capital Projects must be approved
- **5:00pm** AP, ERS & TCard transactions must be submitted (excluding PCard)
- **5:00pm** AP, ERS & TCard transactions must be approved (excluding PCard)
- **5:00pm** Department Capital Templates must be submitted
- **5:00pm** New gift PTA requests must be submitted
- **5:00pm** Endowment Payout posted
- **5:00pm** Deadline for payroll repayment checks
- **5:00pm** Payroll available in OBJ and LD Adjustment module for pay period 8/15
- **7:00pm** EUIP and EFP Payout Journals posted
- **11:00am** Batch-related invoices must be submitted to AP (select dept's only)
- **5:00pm** AP invoices must be uploaded
- **5:00pm** Department Cost Sharing journals must be submitted to OSR
- **5:00pm** Payroll available in OBI and LD Adjustment module for pay period 8/31
- **4:00pm** All Pcard transactions must be approved
- **5:00pm** AP payments on hold until 9/1 (ACH, Wires, Direct Debit)
- **5:00pm** Resolve unapplied GFS aid and enter fully approved aid in GFS system
- **5:00pm** All iBudgets transactions must be approved
- **5:00pm** All Core Journal transactions must be approved
- **11:59pm** Soft Close completed
- **12:00am** CashNet deposits for August must be submitted
- **5:00pm** Deadline to submit paper forms to Payroll for FY20 inclusion
- **5:00pm** Resolve unapplied GFS aid and enter fully approved aid in GFS system
- **AP payments (ACH, Wires, Direct Debit) resume**
- **Exp type and object code freeze - no changes until 10/1**
- **5:00pm** UIT AR Billing processed
- **5:00pm** LDA responsibility disabled until 9/19
- **5:00pm** OOD period file review
- **5:00pm** Transactions containing fringe awards (AAPAA, AZAAQ, AZAAO, AZAAU) must be finalized
- **5:00pm** Transactions for FY20 no longer permitted for iJournals Public
- **5:00pm** All FY20 LDA transactions must be approved
- **7:00pm** All FY20 LDA transactions must be approved
- **7:00pm** All iJournals Central transactions (including feeders) must be approved
- **7:00pm** OSI Sweep for pay periods thru 8/31
- **9:00pm** All Core Journal transactions must be approved
- **11:59pm** Soft Close completed

- **5:00pm** Expenditure Typ Object Code requests must be submitted
- **5:00pm** Draft of 9/1 Org Code Hierarchy from UBO (Tentative)
- **5:00pm** Payroll available in OBI and LD Adjustment module for pay period 8/15
- **4:00pm** All Pcard transactions must be approved
- **5:00pm** AP invoices must be uploaded
- **5:00pm** Department Cost Sharing journals must be submitted to OSR
- **5:00pm** Payroll available in OBI and LD Adjustment module for pay period 8/31
- **8:00am** OBI reports available online with FY20 transactions through 8/27
- **5:00pm** Cost Sharing journals processed by OSR
- **8:00am** Student Financial data available in OBI
- **5:00pm** Resolve unapplied GFS aid and enter fully approved aid in GFS system
- **5:00pm** UIT AR Billing processed
- **5:00pm** LDA transactions requiring OSR/Fund Accounting end-route approval must be submitted
- **5:00pm** All iBudgets transactions must be approved
- **5:00pm** IJournals public and Specialist transactions (including feeders) must be submitted and approved
- **8:00am** Student Financial data available in OBI
- **8:00am** Soft Close transactions available in OBJ
- **8:00am** OSA Sweep transactions available in OBJ
- **12:00pm** Soft Close data available in Tidemark
- **5:00pm** Cash Management receipts available in Accounts Receivable (AR)

- **5:00pm** Draft of 9/1 Org Code Hierarchy from UBO (Tentative)
- **5:00pm** Payroll available in OBI and LD Adjustment module for pay period 8/15
- **4:00pm** All Pcard transactions must be approved
- **5:00pm** AP invoices must be uploaded
- **5:00pm** Department Cost Sharing journals must be submitted to OSR
- **5:00pm** Payroll available in OBI and LD Adjustment module for pay period 8/31
- **8:00am** OBI reports available online with FY20 transactions through 8/27
- **5:00pm** Cost Sharing journals processed by OSR
- **8:00am** Student Financial data available in OBI
- **5:00pm** Resolve unapplied GFS aid and enter fully approved aid in GFS system
- **5:00pm** UIT AR Billing processed
- **5:00pm** LDA transactions requiring OSR/Fund Accounting end-route approval must be submitted
- **5:00pm** All iBudgets transactions must be approved
- **5:00pm** IJournals public and Specialist transactions (including feeders) must be submitted and approved
- **8:00am** Student Financial data available in OBI
- **8:00am** Soft Close transactions available in OBJ
- **8:00am** OSA Sweep transactions available in OBJ
- **12:00pm** Soft Close data available in Tidemark
- **5:00pm** Cash Management receipts available in Accounts Receivable (AR)
Year-End Close Calendar

13 Business Days Close

September 2020

Daily deadlines for same night processing (exceptions noted in calendar):
- 3:00pm - Submit core journals and Journals
- 7:00pm - Final approval (including end-route) for iJournals
- From 9/1- 9/16 core journal posting: 12 PM, 2PM, 5PM, 7PM, and 9PM
- 9/17 - core journal posting: 12PM, 2PM, 5PM, and 7PM (CO only)
- Accounts Receivable (AR) AUG-20 receipts posted; Fixed Assets (FA) closed - LAST DAY OF FINAL CLOSE
- Core journal postings: 12PM, 2PM, 5PM, 7PM and 9PM
- Core journal postings: 12PM, 2PM, 5PM, and 7PM (CO only)
- 5:00pm - Final Core journal posting: 12PM, 2PM, 5PM, and 7PM (CO only)
- 5:00pm - Final Approval (including end-route) for iJournals
- Core journal postings: 12PM, 2PM, 5PM, and 7PM (CO only)
- Accounts Receivable (AR)
- 12:00pm CashNet deposits for pay period 8/31

Sun Mon Tue Wed Thu Fri Sat
30 31 1 2 3 4 5
12:00pm CashNet deposits for pay period 8/31
5:00pm Deadline to submit paper forms to Payroll for FY20 inclusion
5:00pm Resolve unapplied GFS aid and enter fully approved aid in GFS system
3:00pm Submit core journals and iJournals
5:00pm iJournals Public and Special transactions (including feeders) must be approved and submitted
5:00pm LDA transactions must be approved
5:00pm LDA responsibility disabled until 9/19
5:00pm ODF period file review
5:00pm Transactions containing fringe awards (AAPAA, AZAAQ, AZAAU) must be finalized
5:00pm Transactions for FY20 no longer permitted for journals public
7:00pm All FY20 LDA transactions must be approved
7:00pm iJournals Central Fund Transfers available through 9/16
9:00pm All Core Journal transactions must be approved
11:59pm Soft Close completed
3:00pm iJournals AR accrual transactions must be submitted and approved
5:00pm Accounts Receivable (AR) AUG-20 receipts posted; FY20 revenue and invoices finalized
5:00pm Cash Management receipts available in Accounts Receivable (AR)
5:00pm Hospital funds flow journals received
5:00pm LDA transactions must be submitted and approved
9:00pm All Core Journal transactions must be approved
11:30pm Program Income Accounts Receivable (AR) Invoices processed
11:59pm Hard Close completed
3:00pm iJournals AP/AR accrual transactions must be submitted and approved
5:00pm Accounts Receivable (AR) AUG-20 closed & SEP-20 opened
5:00pm Cash Management receipts available in Accounts Receivable (AR)
5:00pm LDA transactions must be approved
9:00pm All Core Journal transactions must be approved
11:30pm Program Income Accounts Receivable (AR) Invoices processed
11:59pm Soft Close completed
5:00pm iJournals AP/AR accrual transactions must be submitted and approved
8:00am Hard Close transactions available in OBI
8:00am Soft Close transactions available in OBI
12:00pm Soft Close data available in Tidemark
5:00pm Cash Management receipts available in Accounts Receivable (AR)
5:00pm Core journals postings: 12PM, 2PM, 5PM, and 7PM
5:00pm iJournals Fund Transfer and bulk fund transfer transactions must be submitted
7:00pm All Core Journal ADT Fund Transfers must be approved
7:00pm All iBudgets transactions must be approved
7:00pm iJournals Fund Transfer and bulk fund transfer transactions must be approved
7:01pm iBudgets disabled until after SEP-2020 Month-End Close
5:00pm iJournals Fund Transfers available through 9/16
6:00am iBudgets and journals Fund Transfers available for FY21

7/8/2020